

Assistant Manager Disability Employment Service

- Be a leader of a quality disability employment service
- Join a strong service culture for superb outcomes for our job seekers
- Competitive salary with a number of employee benefits

Do you want a role that makes a positive contribute to the community? Can you lead a team to deliver quality results, while achieving targets? Does your background give you a good understanding of local business and employer expectations for staff? Do you have empathy for people with a disability and who experience mental health issues?

Hunter LabourForce Solutions' has a new opportunity for an Assistant Manager to become part of the leadership team delivering specialist employment program for people with a disability and who experience mental health issues. This is a full-time position, based in Maitland.

In this role you will be responsible for the day to day operation of the employment program. You will lead a dynamic team to deliver quality employment outcomes, driven by a strong service culture for superb outcomes for our clients – the not for profit approach.

What you will need.

We are looking for an energetic, enthusiastic and highly original person. You will need to demonstrate how your previous work history will enable you to lead a team that delivers quality employment outcomes for job seekers. Through your work experience you will need to demonstrate your strong leadership and problem solving abilities.

Selection Criteria – You will demonstrate qualifications/experience/qualities in:

- Demonstrated ability to coordinate and motivate teams, whilst monitoring and ensuring individual performance outcomes are achieved.
- Proven record of achieving targets/budgets
- Demonstrated experience in marketing and/or business development.
- Ability to work and negotiate with a range of stakeholders, which will include job seekers, families, service providers and government agencies.
- Problem solving and analysis skills.
- Excellent computer skills, demonstrated through use in a work environment.
- Current Drivers Licence.

What will we give you?

Mai-Wel is recognised by an overwhelming majority of staff as a truly great place to work, we can offer you training and development, autonomy and responsibility to grow in the role, competitive remuneration, salary packaging, recognition, job satisfaction, an active staff group participating in the company's health and fitness program, social events and the opportunity to enjoy your working week – not just your weekends!

All applicants must apply in accordance with the [Guidelines for Applicants](#), which can be obtained via the website www.maiwel.com.au or by calling Head Office on (02) 4932 8599. Enquiries can be made to Anthony Rohr.

Applications can be made via:

www.maiwel.com.au/employment, HR@maiwel.com.au or
P.O. Box 835 MAITLAND NSW 2320

Application closing date: 4th August 2010

Preferred applicants will be screened for suitability to work with youth and vulnerable people.